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1990-91 UNOPA General Meeting Minutes

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**MINUTES
UNOPA GENERAL MEETING
September 10, 1991**

DATE & PLACE:

UNOPA held its September general meeting at the Nebraska East Union on Tuesday, September 10, 1991.

CALL TO ORDER:

The meeting was called to order by President Lineberry at 11:50 a.m. All new members, their sponsors, guests and their hosts were asked to stand and be recognized. President Lineberry then introduced the Executive Board seated at the head table and guest speaker Ken Cauble, Director, Campus Police. Also recognized by President Lineberry were those persons currently serving at the state association level: Sue Drammeh, NEOPA NEWS Editor; Audrey Schardt, PSP Chair; Luise Berner, Newsletter Committee member; Jan Harris, Ways/Means Co-Chair; Jeanne Andelt, Membership Committee Member; Linda Pence and Lola Young, NAEOP Conference Committee Members; and Sandy Lineberry, Vice President & NAEOP Conference Coordinator.

APPROVAL OF MINUTES:

Minutes of the May 14, 1991, general meeting were approved as published.

ANNOUNCEMENTS:

Congratulations were extended to Luise Berner who received a KUDO Award at the September Board of Regents meeting.

The Constitution/Bylaws Ad-hoc Committee, chaired by Sue Drammeh, has been working diligently these last few months. It is anticipated that the revisions will be ready for membership approval sometime in October.

PSI International will be sponsoring a workshop Wednesday, October 16, at the Cornhusker Hotel in recognition of Boss's Day. The seminar is entitled "Build a Winning Team" and will be presented by Dr. Lynda McNulty. If interested, contact Sandy Lineberry for further information.

COMMUNICATIONS:

Corresponding Secretary Lola Young encouraged participation at the NEOPA fall conference and asked that all registrations be routed through her. Although

Brad Munn's office would not be helping with costs for this particular conference since it is being held here in Lincoln, Lola indicated that he has offered assistance for upcoming conferences.

Lola also extended an invitation to UNOPA members for an open house, reception, and dance September 13, 7 p.m., at the Pla-Mor Ballroom in honor of Vern and Jan Wacker's 40th wedding anniversary.

TREASURER'S REPORT:

Jeanne Andelt, Treasurer, reported the following balances:

Beginning Balance:	\$1,402.83
Income:	325.00
Expenses:	<u>801.31</u>
Ending Balance:	\$ 926.52

Jeanne did indicate that the balance of \$926.52 does still carry profits from the 1989-90 and 1990-91 workshops. These profits (\$587.00) will be returned to the UNOPA Foundation account for future conferences and professional development. A more detailed report will appear in UNOPA Notes.

SPECIAL REPORTS:

President Lineberry stated that her report regarding the National Educational Office Personnel Association meeting in Winston-Salem this summer was published in the September UNOPA Notes. She thanked UNOPA for their monetary support and indicated that our voices would be heard through her as she will be serving at the national level on the Awards Committee and also the Higher Education Committee.

STANDING COMMITTEE REPORTS:

Awards: Deb Ruthsatz reported that some changes have been made in the awards structure for the coming year. These changes have been reviewed carefully and approved by the Executive Board.

(1) A Floyd S. Oldt Outstanding Staff Award of \$800 has been established. This is a new award and will recognize an office/service employee who exhibits sustained above-satisfactory service at UNL and shows demonstrated performance that has contributed to the mission of UNL. An ad hoc committee, which Deb will chair, is being formed to set up guidelines for implementation of this award.

(2) The monetary portion of the two Silver Pen Awards has been changed from \$300 each to \$600 each. The award will now be the Floyd S. Oldt Silver Pen Award.

(3) The Rose Frolik Award will be increased to \$300--\$150 from UNOPA and an additional \$150 from the Chancellor's Foundation account.

(4) The Boss of the Year award will now carry a \$500 monetary award and be named the Floyd S. Oldt Boss of the Year Award.

Deb also noted the Executive Board has approved that the elected board (President, President-elect, Treasurer, Recording and Corresponding Secretaries) and also members of the Awards Committee would not be eligible for an award during the year in which they serve.

Flyers and forms have been sent out for the Floyd S. Oldt Boss of the Year Award. Nominations are due no later than September 25.

Hospitality: Susan Ray presented information regarding the UNOPA Express service. This service will no longer be offered free by Campus Parking. UNOPA will be charged \$25.00 plus \$6.00 an hour for the driver each time we use the UNOPA Express. By charging \$1.00 per person, we hope to defray costs. If the dollars collected do not in large cover the cost, the service will no doubt be discontinued.

Professional Growth: Linda Pence reported the UNOPA fall workshop has been scheduled for October 18. Patricia Fleming, a national past president, will be conducting the workshop entitled "Be Responsible for the Quality of Your Life." There will be a morning session on City Campus and an afternoon session on East Campus. Plan to attend both sessions as they WILL NOT be repeats of each other.

Salary Issues: Judy Winkler, Co-Director, and Sandy Lineberry, President, attended the Budget Reduction Review on Monday, September 9 where proposals for budget reduction were presented. She reminded us to read everything regarding the issues and to stay informed. As proposed, 45 faculty, several administrative, and 28 office/service positions are slated for elimination. This will affect us all either directly or indirectly. BE SUPPORTIVE!!! Responses (40 copies) to these reduction proposals should be sent to the Ad Hoc Committee, 232 Administration, by September 23.

Program Committee: In regard to the reduction proposals, Kathy Bennetch reminded us that Tom Zorn, Chair of the Budget Reduction Review Committee, will be our speaker at the October meeting. Also present in the audience to help field

questions and concerns will be Faye Moulton, Employee Relations Coordinator, and Roshan Pajnigar, Employment Manager.

UNFINISHED BUSINESS:

President Lineberry recognized Sandy Watmore and all members of her committee for the outstanding job they did in putting together the Summer Social.

NEW BUSINESS:

The Executive Board decided at its September meeting to help support the Food Bank of Lincoln for the coming year. We will have collection tables at each of the upcoming general meetings for donations. Your support is encouraged.

GUEST SPEAKER:

The guest speaker was Mr. Ken Cauble, Director, University Police Department. Mr. Cauble indicated his pleasure at being able to address and inform us about what his department does. His unit is responsible not only for property/personnel/students on the UNL campus but all University of Nebraska sites including Mead, Curtis, Kearney, UNO, etc. His division, under the direction of Larry Kalkowski, has initiated a very effective Crime Prevention and Crime Education program. Mr. Cauble stressed the importance of working together, contacting the Police Department when something is not quite right, and expressing whatever concerns we may have. Without our input, no action can be taken.

50/50 DRAWING:

Bonnie Hess (Television) was the winner of \$22.50.

Meeting adjourned at 1:00 p.m.

Respectfully submitted,

Lulse Berner

Lulse Berner
Recording Secretary

**MINUTES
UNOPA GENERAL MEETING
October 8, 1991**

DATE & PLACE:

UNOPA held its October general meeting at the City Campus Union on Tuesday, October 8, 1991.

INTRODUCTIONS:

President Lineberry introduced Roshan Pajnigar and Faye Moulton from Human Resources who would be available following the guest speakers' presentation to field questions/concerns. Members bringing visitors to today's meeting introduced their guests. President Lineberry then introduced the head table.

CALL TO ORDER:

The meeting was called to order by President Sandy Lineberry at 11:55 a.m.

APPROVAL OF MINUTES:

Minutes of the September 10, 1991, general meeting were approved as published.

ANNOUNCEMENTS:

Shirley Howell was recognized for serving at the state level on the NEOPA Ways and Means Committee. President Lineberry also asked that anyone interested in serving on a UNOPA committee contact her.

UNOPA has been extended an invitation to appear before the Budget Reduction Review Committee October 31. A presentation is being prepared for that meeting.

A table for donations to the Food Bank is located near the door. There is also a receptacle available for cash donations.

TREASURER'S REPORT:

Jeanne Andelt, Treasurer, reported the following balances:

Beginning Balance:	\$ 926.52
Income:	1,138.50
Expenses:	<u>127.51</u>
Ending Balance:	\$1,937.51

Included in the above balance are profits from the 1989-90 and 1990-91 workshops (\$587.00) which will be returned to the UNOPA Foundation account for future conferences and professional development.

STANDING COMMITTEE REPORTS:

Ways/Means: Bonnie Reese, Director, reported that her committee has been working very hard selling visors at home football games. She has sent visors to all UNOPA members in hopes that they will assist with sales. Other new and different money raising projects are in the plans in the near future.

The 50/50 drawing (\$23.00) went to Michele Cole (Housing).

Professional Growth: Linda Pence, Director, reported 25 people have already registered for the UNOPA fall workshop October 18. She encouraged members to register as soon as possible.

Membership: Monie Brownson, Director, reported that we currently have 179 members: 138 active (27 of which are new members), 10 associate (5 of which are new), 15 retired, and 16 honorary.

Employee Concerns: Jan Harris, Director, reported that Patti Lutter, chair of the Ad Hoc Reclassification Committee, has scheduled round table luncheons (brown bag) for Tuesday, October 29, 12:00-1:00, City Campus Union; and Thursday, October 31, 12:00-1:00, East Campus Union. Kirk Beyer and Faye Moulton from Human Resources will be present to help field questions.

A presentation on UNOPA's behalf is being prepared by Jan Harris, Lorraine Moon, and Judy Winkler for the Budget Reduction Review Committee meeting scheduled for October 31, 1:50-2:30 p.m. Jan would like our input and requested that such input be in writing. If members have already written to the BRRC, copies of correspondence would be appreciated. If UNOPA members are writing to the Board of Regents directly, all correspondence should be on personal stationery, envelopes, etc. Such correspondence should not be on University or UNOPA letterhead.

UNFINISHED BUSINESS:

A question was raised about whether the May 1991 minutes were going to be published. The question was referred to Michelle Sieber, UNOPA Notes Editor. (NOTE: May minutes were published in the May issue of the UNOPA Notes and approved as printed at the September general meeting.)

NEW BUSINESS:

Jeanne Andelt, Treasurer, presented the 1991-92 proposed budget and reviewed the various increases/

decreases from last year's budget. Diane Cihal moved to approve the budget as presented. The motion was seconded by Deb Ruthsatz. **Motion carried.**


President Lineberry announced that the workshop held in February (commonly known as the PSI workshop) will not be co-sponsored by PSI in 1992. The Division of Continuing Studies, at the suggestion of UNL Administration, contacted UNOPA as a possible co-sponsor for the workshop. At the October business meeting, the Executive Board voted to have UNOPA listed as a co-sponsor. This involves no work on UNOPA's part other than voluntary assistance. We will simply be listed as a co-sponsor along with the Lincoln Educational Office Personnel Association. The workshop is tentatively scheduled for Saturday, March 7.

GUEST SPEAKERS:

Kathy Bennetch, Program Director, introduced guest speakers Tom Zorn, Chairman of both the Academic Planning Committee (APC) and the Budget Reduction Review Committee (BRRRC); and John Benson, Secretary of the APC and BRRRC. Both gentlemen addressed the difficult issues facing the BRRRC and just how the process works. The BRRRC is now involved in hearings regarding the proposed budget cuts and will be making their recommendations to the Chancellor in early December. The Chancellor will then review these recommendations and present proposed cuts to the Board of Regents. Questions were fielded from the audience by both speakers. Questions were also answered by Roshan Pajniagar about what happens to employees affected by these budget cuts.

Meeting adjourned at 12:57 p.m.

Respectfully submitted,



Luise Berner
Recording Secretary

MINUTES
UNOPA GENERAL MEETING
November 12, 1991

DATE & PLACE:

UNOPA held its general meeting at the City Campus Union on Tuesday, November 12, 1991.

CALL TO ORDER:

The meeting was called to order by President Sandy Lineberry at 12:03 p.m. Introductions were made of those persons seated at the head table.

APPROVAL OF MINUTES:

Minutes of the October 8, 1991, general meeting were approved as published.

ANNOUNCEMENTS:

Any donations to the Lincoln Food Bank are to be placed on the table located near the door. A receptacle is also available for cash donations.

Chancellor Graham Spanier has accepted an invitation from President Lineberry to attend our February general meeting. He has also indicated his support of our organization by accepting an invitation to become an associate member.

President Lineberry also encouraged all those bosses in attendance at today's luncheon to become associate members if they had not done so already.

A special thanks was extended to Susan Ray and the members of her Hospitality Committee for the excellent job they did with arrangements for today's meeting.

COMMUNICATIONS:

Lola Young, corresponding secretary, read a thank you letter from the Lincoln Food Bank for last month's contributions. A total of 71 pounds was donated which equated to approximately \$106.00 worth of food.

TREASURER'S REPORT:

Jeanne Andelt, treasurer, reported the following balances:

Beginning Balance:	\$1,937.51
Income:	1,209.15
Expenses:	<u>1,542.92</u>
Ending Balance:	\$1,603.74

STANDING COMMITTEE REPORTS:

Foundation Funds: Sheila Perry, director, reported information has been distributed to all UNOPA members regarding possible reimbursement of qualifying professional growth expenses from Foundation funds. Payroll deduction forms are also available from Sheila for those persons wanting to contribute to the Foundation account.

Ways and Means: Bonnie Reese, director, conducted the 50/50 drawing. Ron Case (Forestry, Fisheries & Wildlife) and the UNOPA treasury each received \$38.50.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

None.

BOSS OF THE YEAR AWARD:

Deb Ruthsatz, Awards director, opened this special portion of the program by explaining some of the changes that have transpired in this award since last year. Because of the generosity of Floyd S. Oldt, a 1920 alumnus of the University of Nebraska, this award now carries a monetary stipend (\$500). Therefore, the award is now called the Floyd S. Oldt Boss of the Year Award. Five members of Professional Secretaries International served as judges of the eleven nominations received. Those persons nominated were: John Campbell (West Central Research & Extension Center); Gerald Fritz (Electrical Engineering); Birdie Holder (Vocational Education); Ken Jensen (Instructional Design Center); William Kelly (Civil Engineering); Austin Lewis (Animal Science); Jerry Lokie (Cather-Pound-Neihardt Custodial Service); Duane Reese (Animal Science); Anthony Schkade (Registration Office); Dean Waddel (Libraries); and Steven Waller (Agronomy). Dr. William Splinter was introduced as last year's recipient and then presented this year's award to Dr. John Campbell. Dr. Campbell was unable to attend due to a prior commitment. His secretary, Charlene Warneke, read Dr. Campbell's letter of appreciation and accepted the plaque and check on his behalf.

GUEST SPEAKER:

Linda Arnold, Program committee member, introduced guest speaker Mayor Mike Johanns and his wife, Stephanie. His presentation, entitled "Town & Gown Relationship Between the City and the University," stressed the importance of the two communities working together. Mayor Johanns felt the University's location in Lincoln and its many contributions to the community have helped to make Lincoln one of the top ten outstanding cities in which to live in the United States. Continued cooperation, communication, and a sharing of talent were essential elements in maintaining and improving the quality of life in Lincoln.

Meeting adjourned at 12:43 p.m.

Respectfully submitted,



Luise Berner
Recording Secretary



University of
Nebraska
Lincoln

Department of Human Resources
407 Administration Building
Lincoln, NE 68586-0438
(402) 472-3101
FAX (402) 472-5102

November 20, 1991

TO: Vice Chancellors, Deans, Directors

FROM: Bruce Currin, Director of Human Resources

A handwritten signature in dark ink, appearing to read 'Bruce Currin', written over the printed name.

SUBJECT: Administrative Leave - UNOPA

We have had questions recently regarding UNL's policy on non-exempt employees who attend UNOPA functions. A non-exempt employee may attend a UNOPA function on their own time (lunch period) without permission from their supervisor. If the function is longer than the lunch period or for UNOPA training and development seminars, a non-exempt employee should ask permission from the supervisor to be gone. If permission is granted, the time spent attending the function should be charged to administrative leave. Employees should not be required to make up time or be asked to use vacation leave or compensatory time off.

UNOPA is an important part of the University community and provides valuable services and opportunities for UNL employees. Your support of their organization is appreciated.

If you have any further questions regarding this policy, please call our department.

BC/dl

**MINUTES
UNOPA GENERAL MEETING
December 10, 1991**

DATE & PLACE:

UNOPA held its general meeting at Valentino's, 35th & Holdrege, on Tuesday, December 10, 1991.

WELCOME:

Members new to UNOPA were asked to stand and be recognized. Visitors were then asked to stand. Also introduced was Rose Frolik, UNOPA's first president.

CALL TO ORDER:

The meeting was called to order by President Sandy Lineberry at 12:05 p.m.

APPROVAL OF MINUTES:

Minutes of the November 12, 1991, general meeting were approved as published.

ANNOUNCEMENTS:

Donations to the Lincoln Food Bank are to be placed on the table located near the door. A receptacle is also available for cash donations.

The nomination forms for the Floyd S. Oldt Silver Pen Award are now out. Deb Ruthsatz, awards director, has set a deadline of January 10 for submission of materials. The winners will be announced at the February 11 meeting. There will be two winners and each will receive a \$600 monetary award. Current elected board members and awards committee members are not eligible to be nominated for this award.

If you plan to attend the regional conference in Jefferson City, Missouri, on February 7, please let Lola Young know by December 11. She needs to make transportation arrangements.

There are sign-up sheets for persons volunteering to provide transportation to and from general meetings. Use of the shuttle service has definitely been down and has not proven cost effective, especially from City Campus to East Campus. The Board will be reviewing use of the shuttle service each month. Shuttle service will be provided for the January joint meeting with UAAD.

Since service on committees is a very important part of our organization and usually does not carry a lot of recognition, President Lineberry has chosen to recognize those committee members who have given exemplary service. Those receiving this special President's Award at today's meeting were: Debbie Hendricks, Professional Growth; Sheila Spanel,

Awards; Murd Holland, Awards; and Linda Gersib, UNOPA Notes.

COMMUNICATIONS:

None.

TREASURER'S REPORT:

Jeanne Andelt, treasurer, reported the following balances:

Beginning Balance:	\$1,603.74
Income:	1,775.65
Expenses:	<u>357.84</u>
Ending Balance:	\$3,021.55

STANDING COMMITTEE REPORTS:

Nominating: Dora Dill, director, made a brief presentation encouraging members to submit their names for our upcoming election of officers.

Ways and Means: Nelvie Lienemann, committee member, announced that a raffle will be held to raise money for our treasury. Sales will begin in January with the drawing to be done at the February 11 general meeting.

Professional Growth: Linda Pence, director, announced the spring workshop would be held January 28, 2-5 p.m., at the Wick Center. This will be a "hands on" workshop centering on filling out materials for the PSP certificate. UNOPA members may attend at no cost; non-members will be charged \$5.

UNFINISHED BUSINESS:

Sue Drammeh presented a brief overview of the proposed changes to our constitution. Copies of the current constitution, the proposed revisions, and a ballot will be sent to the voting membership within the next few days for their review and decision.

NEW BUSINESS:

Those in attendance wished President Lineberry a very happy 50th birthday.

ADJOURNMENT:

Meeting adjourned at 12:30 p.m.

PROGRAM:

Anne Moore, Word Processing Specialist from IANR, provided entertainment for the group by singing and playing her guitar.

Respectfully submitted,

Lulse Berner

Lulse Berner, CEOE
Recording Secretary

Guidelines for Administration of UNOPA Fund #CD 2484

- *Established by UNOPA Executive Board, 1981-82
 - *Approved by membership January 1982
 - *Revised, February 1984
 - *Revised, August 1985
 - *Revised, May 1991
- (See files for copies of Revisions made)

History of Funds

Through the efforts of the University of Nebraska Foundation, the Nebraska Campaign of 1979, and the Faculty/Staff Campaign of 1980, the University of Nebraska Office Personnel Association (UNOPA) has the responsibility for the administration of this fund. The expenditure of this fund is to our discretion, the only stipulation being the "expenditure of the fund benefit the professional growth of the University of Nebraska-Lincoln Office Personnel and the University as a whole."

The 1990-91 UNOPA Executive Board, in order to simplify the administration of this fund, combined two accounts (#CD 2344, UNL Office and Service Staff Development and UNOPA Fund #CD 2484) to establish one account, UNOPA Fund #CD 2484. The Executive Board reserves the right, in the future, to establish a money market account to assist with the growth of this fund. A copy of the recommendations used to make this revision is on file with the Immediate Past President.

Administration of Funds

The review board for applications will consist of the Immediate Past President of UNOPA, who is the Chair, the current Professional Growth Director, and the current Treasurer. A committee of two other UNOPA members will be selected by these individuals to assist on the review board. The review board will set criteria for selecting recipients. This review board will meet quarterly to:

1. Review the UNOPA Fund, #CD 2484
2. Review applications and select recipients
3. Set a specific dollar amount for budget for each fiscal year
4. Actively recruit monetary pledges for this fund from UNOPA members or non-members (e.g. administrators, faculty, students, etc.)

To allow maximum sharing in the benefits of this fund, stipends will not be granted to the same individual in two consecutive years. A yearly report of monetary expenditures will be furnished to the UNOPA Executive Board by the review board through the Immediate Past President. The priorities for use of these funds being:

1. University-sponsored professional growth activities
2. Professional growth activities in Lincoln
3. Professional growth activities outside of Lincoln

The Immediate Past President will request, in writing, the check(s) from the University of Nebraska Foundation, to the attention of the current Director, specifying the name of the recipient and the dollar amount of each check to be issued.

UNOPA Fund # CD 2484

This fund is administered through the University of Nebraska Foundation. The primary intent for this fund is to provide Professional Development in the following areas:

- A. Workshops and seminars presented by UNOPA (with Executive Board approval) . Any profits earned by workshops or seminars will be deposited back into this specific fund unless otherwise directed by the Executive Board. Expenses will include:
 - 1. Travel expenses for out-of-town presenters (use current University rates)
 - 2. Consultant fees for presenters
 - 3. Publicity, room rental, other expenses
- B. Stipends for attendance at workshops and seminars other than those presented by UNOPA (\$50 total):
 - 1. Registration fees
 - 2. Travel expenses
 - (a) Commercial transportation
 - (b) Mileage (using current University rates)
 - 3. Lodging expenses
- C. Stipends for expenses incurred for professional growth activity not reimbursed through other means (\$50 total):
 - 1. Communiiversity classes
 - 2. Independent Studies or Extension classes
 - 3. Classes offered through other higher education facilities/groups
 - 4. Classes offered through the Continuing Studies Division of UNL
 - 5. University classes taken by part-time employees who are not eligible for tuition remission

Requirements for Applying

- Any UNOPA member who is a full or part-time UNL employee is eligible to apply.
- Obtain Reimbursement Form from one of the review board.
- Return the Reimbursement Form along with any pertinent information regarding the professional growth activity to the Immediate Past President.
- All of the above should be completed and returned by February 1st (First Semester and Summer Sessions reimbursement) and June 1st (Second Semester reimbursement); therefore, applications can be reviewed in a timely manner.
- The review board will meet quarterly to review all applications and approve stipends for recipients.
- Stipends will be distributed only after successful completion¹ of the professional growth activity. They will be distributed twice a year; First Semester and Summer Sessions Reimbursement and Second Semester Reimbursement. The number of stipends will be announced at the September General Meeting, dependent upon the amount of monies available.

¹ By successful completion, we mean: finishing the activity or a passing grade.